Requesting Transcripts of LANL Training

I.   Purpose:

To describe the process of how to request transcripts of LANL training.

II.   Cautions and Hazards:

None.

III.   Requirements:

Netscape, Citrix, and Smart Card

IV.   Procedure:

A.   Steps:

1.   Open Netscape and go to the LANL homepage.
2.   Click on down arrow (where it says "info by subject") on the right side of the web page.
3.   Click once on "Enterprise info"
4.   Click "Go" button
5.   Click once on "Personnel" on the left side of the web page.
6.   Click once on "Data Warehouse"

   - There are two Data Warehouses, click on the one that has "Enterprise Server" under it.

7.   Log on using your Z# and Smartcard password
8.   Click once on "Quick Reports"
9.   Click on the "Contents" tab
10.   Under "Report Name" double click on the "Personnel" folder
11.   Scroll down & double click on the "Training Summary" Folder
12.   Click once on Transcript Overview
13.   Go to the bottom section of the window under criteria and type:

   - Your Z#
   - Beginning Date (however far back you want to retrieve data)
   - Ending Date (Today's Date)

14.   Click once on "Run" at the right side of the screen.

15. This sheet can be modified, by moving columns over as you would on an excel spreadsheet.

16. Print the report

V.   References:

None.

VI.   Attachments:

None.